



## U.S. Embassy's Democracy and Human Rights Fund

The Democracy and Human Rights Fund (DHRF) supports activities in Tanzania that promote political pluralism and human and civil rights. DHRF projects must be community focused, high-impact, short-term (completed within one year) and budgeted under \$30,000 (US Dollars). If you intend to apply for a DHRF grant then please read carefully the below application guidelines.

The following information must be provided to assure you have submitted a completed application:

### I. Contact Information

Please provide detailed contact information, including:

- Name of Organization
- Name and title of project manager(s)
- Address (P.O., District, and Region)
- Telephone and Fax numbers and Email Addresses (please provide multiple contact numbers and email addresses)

### II. Description of your Organization

Provide a brief description of your organization, including how long it has existed, where it is based, membership size and make-up, funding sources, other activities accomplished and prior management experience conducting similar activities.

### III. Background Information of the Activity

Provide a history of this project and how it has impacted a community's democratic institutions and/or participation or impacted a community's human and civil rights.

### IV. Description of Activity and Intended Impact, including:

- Purpose and intended impact of the activity, target audience and sustainability.
- Brief description of the activity, including relationship to past, current and future activities by your organization.

### V. Timeline and Budget

To qualify for a DHRF grant, applicants must include the following information with their application:

- Specify an estimated start and completion date for your activity. Include a detailed timeline that estimates when activities will take place and when money will be spent.
- Provide a line-item budget.
  - The budget should be stated in local currency and include notes explaining the costs associated with each of the budget line items, e.g. a list of individuals and the amount to be paid, the basis for the travel costs, etc.
    - Please be aware, VAT charges are NOT covered by the DHRF. VAT charges must be paid by your group.
  - The budget should include the projects total cost and provide a list of project funding mechanisms, including the amount requested from U.S. Government and other funding sources.

### VI. Complete and Submit the attached *Project Summary* information sheet with your Application



**The Following Projects DO NOT Qualify for a *Democracy and Human Rights Grants***

- Training of Military and Police
- Building Construction or Maintenance, or Vehicles of Any Sort
- Conferences or Workshops Without a Clear Goal or Plan for Follow-up
- Intercontinental travel
- Payment of Salary, Rent, Training Fees, etc.
- Humanitarian Assistance
- Health Related Projects, including Medical Services and Population Control, *Except* Projects Promoting the Discontinuation of Female Circumcision
- Economic Development or Empowerment Projects
- Research Projects Without an Action-oriented Activity Component
- Children's Rights or Activities in Support of Destitute Children, Except in Projects that Support Children's Legal Rights
- Labor Unions, *Unless* Human Rights Related
- Grants to Organizations Lacking Other Means of Support (*Unless* a Start-up)
- Projects that Duplicate USAID, Public Diplomacy, or Other Democracy Projects in the Country That Could Be Funded Under Those Programs

**Examples of Projects Which Have Received Funding in the Past, Include:**

- Establishment of Legal Aid Clinics
- Voting/Civic Education Workshops
- Judicial Training
- Establishment of Human Rights Monitoring Office
- Establishment of a Regional Press Club

**Please Note**

- Individuals are ineligible for DHRF grants.
- THE PROPOSALS SENT TO THE DHRF WILL NOT BE RETURNED.
- Applications can be submitted via post or email.

**Individuals or groups interested in submitting proposals for possible assistance under the *Democracy and Human Rights Fund* of the U.S. Embassy, send your proposals to the following address (digital or hardcopy applications accepted):**

Community Grants Coordinator  
United States Embassy  
P.O. Box 9123, Dar es Salaam  
Tel. 2668001 ext. 4166  
Fax. 2668238/2668373  
Email: brownpj@state.gov



**PLEASE COMPLETE and SUBMIT THIS FORM ALONG WITH YOUR APPLICATION**

Project Name	<hr/>
Group/Organization Name	<hr/>
Tshillings Requested	<hr/>
Primary Contact Person	<hr/>
Land Number	<hr/>
Cell Number	<hr/>
Email Address	<hr/>
Fax Number	<hr/>
Secondary Contact Person	<hr/>
Land Number	<hr/>
Cell Number	<hr/>
Email Address	<hr/>
Fax Number	<hr/>
Project Address	<hr/>
Postal Address	<hr/>
District & Region	<hr/>
Project Beneficiary(s)	<hr/>
Able to VAT?	<hr/>
Materials to be Purchased	<hr/>